



# **Development Packet for Zoning**

Effective Date March 2, 2006

**Use this packet for these applications:**

- **Original Zoning**
- **Zoning Change**
- **Planned Unit Development**

**Planning & Community Development Department  
City of Round Rock, Texas**

March 2, 2006

# DEVELOPMENT PACKET FOR ZONING APPLICATIONS

This Development Packet consists of useful information and the required form for Original Zoning, Zoning Change and Planned Unit Development (PUD) applications to the City of Round Rock Planning and Zoning Commission.

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## **DEADLINES AND MEETING DATES**

Applications for Original Zoning, Zoning Change and Planned Unit Development (PUD) Zoning are reviewed on a strict schedule that includes specific dates for application submittal to City Staff, review and recommendation by the Planning and Zoning Commission, and review and determination by the City Council. Each of these dates is roughly one month apart, making the entire process from application to final approval or disapproval by the City Council a minimum of two months. Before submitting an application, the Applicant shall verify the following information with the Planning Department:

\_\_\_\_\_ **Deadline for filing application** with the Planning Department.

\_\_\_\_\_ Date of **Planning and Zoning Commission** public hearing and recommendation to City Council. (A representative for the zoning request is required by ordinance to be present).

\_\_\_\_\_ Date of **City Council** public hearing and consideration of proposed ordinance. (A representative for the zoning request should be present.)

In addition, prior to submitting an application, the Applicant shall schedule a **predevelopment conference** with the Planning Department to discuss the proposed development. Please call 512-218-5428 to schedule an appointment.

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## **ZONING CLASSIFICATION**

On all forms use the complete name of the zoning district as listed below:

SF-R	Single Family – Rural	I	Industrial
SF-1	Single Family – Large Lot	PF-1	Public Facilities – Low Intensity
SF-2	Single Family – Standard Lot	PF-2	Public Facilities – Medium Intensity
TF	Two Family	PF-3	Public Facilities – High Intensity
TH	Townhouse	SR	Senior
MF	Multi-Family	MI	Mining
C-1	General Commercial	OS	Open Space
C-2	Local Commercial	PUD	Planned Unit Development
OF	Office	H	Historic Overlay
BP	Business Park	CT	Chisholm Trail Overlay
LI	Light Industrial	PV	Palm Valley Overlay

**Please note that Zoning Applications must be submitted in person by the applicant or applicant's agent. *Applications submitted by a delivery service will NOT be accepted.***

### **ZONING APPLICATION REQUIREMENTS**

Applications for Original Zoning, Zoning Change and Planned Unit Development (PUD) Zoning shall include the following items:

\_\_\_\_\_ **Zoning Application.**

\_\_\_\_\_ An APPROVED Traffic Impact Analysis (TIA). Applications lacking an *approved* TIA or letter affirming that a TIA is not required shall be considered INCOMPLETE and will not be accepted. See attached TIA Tip Sheet for more information.

\_\_\_\_\_ A **check** payable to the City of Round Rock including:

- Filing Fee: \$500
- Notification expense: \$1 per property owner located within 300 feet of the subject property

\_\_\_\_\_ **Concept Plan**, if required by the Subdivision Ordinance.

\_\_\_\_\_ **Legal description or metes and bounds description with sketch**, including acreage and name of survey, typed and entitled EXHIBIT "A" on 8 1/2" x 11" paper. (Please provide *two* sets of originals.)

\_\_\_\_\_ Copy of **deed** to show proof of present ownership.

\_\_\_\_\_ An **abstractor's certificate**, which shall state the names and addresses of all current owners and current lien-holders of the subject property. (The abstractor's certificate shall be dated no sooner than 30 days prior to submission of the application.)

\_\_\_\_\_ Notification requirements for property owners within 300' of the subject property:

\_\_\_\_\_ A **map** (to scale) indicating the subject property with a line drawn around the property at 300' from the lot line, indicating the properties whose owners require notification.

\_\_\_\_\_ A **list of the names and addresses** of all property owners within 300' of the subject property.

\_\_\_\_\_ Two sets of **envelope labels** (with the names and addresses of property owners within 300') to be used for notification of public hearings at the Planning and Zoning Commission and City Council meetings.

**ZONING APPLICATION**

DATE: \_\_\_\_\_

PETITION TO THE CITY COUNCIL:

\_\_\_\_\_ By: \_\_\_\_\_  
(name of present owner) (name of agent)

hereby make(s) application to the City Council of the City of Round Rock for change in zoning designation of the property described below:

From District \_\_\_\_\_ To District \_\_\_\_\_  
(present zoning) (proposed zoning)

for the purpose of \_\_\_\_\_.

LAND AREA of property to be rezoned: \_\_\_\_\_.  
(acreage or square feet)

PROPERTY DESCRIPTION: (Describe only the property to be rezoned using either metes and bounds or subdivision reference.)

\_\_\_\_\_ acres out of the \_\_\_\_\_ Survey,

Abstract # \_\_\_\_\_.

(or)

\_\_\_\_\_ Subdivision; Lot \_\_\_\_\_, Block \_\_\_\_\_

(and)

\_\_\_\_\_  
Street Address(es) of the Property

Volume and Page of deed(s) which conveyed the property to the present owner:

Volume \_\_\_\_\_, Page \_\_\_\_\_, or Document No. \_\_\_\_\_, \_\_\_\_\_ acres

TYPE OF OWNERSHIP: \_\_\_\_\_ Sole Owner; \_\_\_\_\_ Community Property; \_\_\_\_\_ Partnership;  
\_\_\_\_\_ Corporation; \_\_\_\_\_ Trust.

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OWNER'S SIGNATURE

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(mailing address)

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(city, state, zip code)

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(telephone)

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AGENT'S SIGNATURE

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(mailing address)

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(city, state, zip code)

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(telephone)

If ownership is other than sole or community property, name the partners, principals, beneficiaries, etc. respectively:

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(name) (position)

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(address) (city, state, zip code)

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(name) (position)

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(address) (city, state, zip code)

If there are lien holders on the property, the application must include the lien holders' signatures:

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LIEN HOLDER'S SIGNATURE

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(mailing address)

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(city, state, zip code)

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(telephone)

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LIEN HOLDER'S SIGNATURE

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(mailing address)

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(city, state, zip code)

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(telephone)

## **TRAFFIC IMPACT ANALYSIS (TIA)**

An approved TIA shall be submitted with a Zoning Application when the proposed use will generate one hundred (100) or more vehicle trips, inbound or outbound, during the peak hour. The analysis shall be performed for the most intense use permitted in the proposed zoning district.

The TIA shall be prepared in accordance with the *Recommended Guidelines for Traffic Impact Studies* as issued by the Institute of Transportation of Engineers, a copy of which is maintained by the Transportation Director.

Please contact Alysha Girard, Development Services Manager, City of Round Rock, at 218-6646 **prior to submitting a TIA.**

The following guidelines should be reviewed prior to preparing the TIA:

- All traffic impact studies and calculations should be made according to **ITE standards.**
- The most recent edition of the ITE Trip Generation text shall be consulted for a Trip Generation average rate.
- Where available, the factor associated with the **Peak Hour of Adjacent Street Traffic** shall be used with the greater of the morning and afternoon factor chosen. For example, the highest and best use of a small commercial tract may be determined as medical office. The associated factor for this use, 720 per 1000 square feet gross floor area on a weekday during the peak hour of adjacent street traffic, would be 3.66.
- When submitting a letter regarding the number of vehicle trips for a tract, all assumptions, calculations and justification necessary for evaluation should be included.
- If the tract will generate more than 100 peak hour vehicle trips, then the factors to be considered in the TIA, as well as the level of detail, shall be agreed upon **prior to TIA submittal.**
- If the Transportation Director agrees with the determination that a tract will generate less than 100 peak hour vehicle trips, then a letter will be sent affirming that a TIA is not required.

**Applications lacking an approved TIA or letter affirming that a TIA is not required shall be considered INCOMPLETE and shall not be forwarded to the Planning and Zoning Commission.**